

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Graphic Arts and Government Printing Pay Schedules

EXTENSION

NO

DATE

8 JUL 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DD/PA&E

2.

3.

EO-D/OP

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DD/OP

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D/OP

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Since the Agency took over its own printing responsibilities from the Government Printing Office in 1957, the Agency has as a matter of policy followed GPO in setting pay for its printing (OL/NPIC) and graphic arts (OTS) employees. When GPO negotiated its rates for this year, it included a 37 1/2 hour workweek.

The attached memo recommends that the DDCI continue with the pay linkage to the GPO, but recommends that our printers continue with a 40 hour (vice 37 1/2 hour) workweek for equity purposes.

Each of the affected components have been advised of this proposed action and agree that the 40-hour workweek should be continued.

Since we have no official policy establishing the nature of our linkage to the GPO, the DDCI must establish the pay policy for the Agency in this area.

GOVERNMENT PRINTING WAGE SCHEDULE (GP) -- COMPUTATION SHEET

SCHEDULE	GRADE	TITLE	1.	2.	3.	4.	5.
✓ GPA	01	Bookbinder Appren	55%	60%	70%	80%	90%
	05	Bookbinder	GPO Bookbinder				
	10	General Bookbinder	GPA-05 x 105% x 103%				
	15	Lead Bookbinder	GPA-05 x 105% x 107%				
	20	Bookbinder Grp Ch	GPA-05 x 105% x 110%				
	25	Bookbinder Asst Fore	GPA-05 x 105% x 120%				
✓ GPB	01	Compositor Appren	55%	60%	70%	80%	90%
	05	Compositor	GPO Compositor				
	10	General Compositor	GPB-05 x 105% x 103%				
	15	Lead Compositor	GPB-05 x 105% x 107%				
	20	Compositor Grp Ch	GPB-05 x 105% x 110%				
	25	Compositor Asst Fore	GPB-05 x 105% x 120%				
✓ GPC	01	Pressman Apprentice	55%	60%	70%	80%	90%
	05	Pressman	GPO Offset Pressman				
	10	General Pressman	GPC-05 x 105% x 103%				
	15	Lead Pressman	GPC-05 x 105% x 107%				
	20	Pressman Grp Ch	GPC-05 x 105% x 110%				
	25	Pressman Asst Fore	GPC-05 x 105% x 120%				
	38	PRESSMAN FOREMAN	GPC-05 x 105% x 130%				
✓ GPD	01	Offset Strip Appren	55%	60%	70%	80%	90%
	05	Offset Stripper	GPO Offset Stripper				
	10	General Offset Strip	GPD-05 x 105% x 103%				
	15	Lead Offset Stripper	GPD-05 x 105% x 107%				
	20	Offset Strip Grp Ch	GPD-05 x 105% x 110%				
	25	Offset Strip Asst Fore	GPD-05 x 105% x 120%				
✓ GPE	01	Offset Photo Appren	55%	60%	70%	80%	90%
	05	Offset Photographer	GPO Offset Photographer				
	10	General Offset Photo	GPE-05 x 105% x 103%				
	15	Lead Offset Photo	GPE-05 x 105% x 107%				
	20	Offset Photo Grp Ch	GPE-05 x 105% x 110%				
	25	Offset Photo Asst Fore	GPE-05 x 105% x 120%				
	38	Offset Photo Foreman	GPE-05 x 105% x 130%				
GPG	01	Bindery Assistant	GPG-02 x 97%				
	02	Bindery Assistant	GPO-02				
	03	Bindery Assistant	GPO-03				
	05	Bindery Assistant	GPO-04				
	10	General Bindery Asst	GPG-05 x 105% x 103%				
	15	Lead Bindery Asst	GPG-05 x 105% x 107%				
GPJ	01	Mechanic Mach Appren	55%	60%	70%	80%	90%
	05	Mechanic Machinist	GPO Compositor				
	10	General Mech Machin	GPJ-05 x 105% x 103%				
	15	Lead Mechanic Machin	GPJ-05 x 105% x 107%				
	20	Mech Machin Grp Ch	GPJ-05 x 105% x 110%				
	25	Mech Machin Asst Fore	GPJ-05 x 105% x 120%				
	26	Electronic Mechanic	GPJ-05 x 105% x 105%				
✓ GPK		Same as GPD - Stripper					

These GP rates are computed from Government Printing Office (GPO) Notices.

GPO contact:

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**PAY ADJUSTMENT TIMEFRAMES FOR AGENCY
WAGE GRADE, PRINTING AND GRAPHIC ARTS EMPLOYEES**

1. The Agency has never exempted itself from compliance with Federal guidelines for the pay administration of its wage grade employees, including employees on the Government Printing and Graphic Arts Pay Schedules. The majority of wage grade employees are assigned to the Offices of Logistics (OL) and Training and Education (OT&E); however, there are also some wage grade employees in the Offices of Technical Services (OTS), SIGINT Operations (OSO), Development and Engineering (OD&E), Security (OS), Communications (OC), Current Production and Analytical Support (CPAS) and the National Photographic Interpretation Center (NPIC).

2. Adjustments in grade/step hourly rates [comparable to the General Schedule's (GS) annual cost-of-living adjustments (COLAs)] for all wage grade employees are determined by geographic locality. These new rates are established by negotiation between various unions and "lead Federal agencies;" the Agency does not participate in negotiations but adopts the agreed upon new rates. Negotiations occur at different times of the year for each locality/wage schedule.

3. There are five wage grade schedules which must be maintained for Agency employees; hourly rates for each are adjusted annually as follows:

- a. Wage Schedule for Wash, DC in JANUARY
- b. Wage Schedule for [] in JUNE
- c. Government Printing Schedule for Wash, DC in JUNE
- d. Graphic Arts Schedule for Wash, DC in JUNE
- e. Wage Schedule for [] in OCTOBER

All schedules are approved/signed by the Chief, Compensation, Automation and Policy Group (C/CAPG) and distributed according to each file's instructions.

4. The easiest schedules to update are the wage schedules for Washington DC, []. The "lead agency" for these hourly rates is the Department of Defense (DoD), and new pay schedules are released by the DoD Wage Fixing Authority (DoD/WFA). The DoD/WFA releases schedules for both DoD and non-DoD facilities; the Agency utilizes DoD facilities schedules. Our schedules are simply updated with the new rates; no calculation is necessary. The Agency is on the DoD/WFA's mailing list, and they are very good about their mailings; if for some reason one of these schedules is delayed, call and request it (phone no. is inside each file).

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5. The "lead agency" for negotiating new rates for government printers is the Government Printing Office (GPO). The Agency does not utilize all the GPO rates, nor does it implement the new rates as published; the Government Printers' (GP) Pay Schedule file has the formula for calculating new rates for Agency employees. Usually, negotiations significantly delay the approval and release of new rates for printers, so pay for these employees is always being adjusted retroactively. The Agency should be on a mailing list to receive the announcement of new rates, but we may not get it; several weeks prior to the effective date for new rates, GPO should be contacted (more than once if necessary) and reminded that the Agency needs its copy. Have the announcement FAX'D to [redacted] (OP/RD/RIB, GV1720 HQs) or mailed to a personal address, for more timely receipt.

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6. Most of the new rates for the Agency's graphic artists are based on certain rates on the GP schedule; once new GP rates have been determined, most of the Graphic Artists' (GA) Pay Schedule can then be calculated. The exception is the rates for GAD; they are determined by the Bureau of Engraving and Printing (BE&P). In the past, GAD rates have changed more than once in an annual adjustment cycle; so contact must be maintained with the responsible office at BP&E (they will never take responsibility for ensuring that the Agency gets announcements of new hourly rates). The formula for calculating the new GA (and GAD) rates is in the file.